

# Using the Google Doc Module

If you use “Google Docs” instead of “MS WORD” to write your papers, you’ll be happy to know that you can add your Google Docs to your ePortfolio using the “Google Doc” module.

1. To add the “Google Doc” module to your ePortfolio, click the “Add A Module” button if the list of modules is not showing. (See image 1.1)

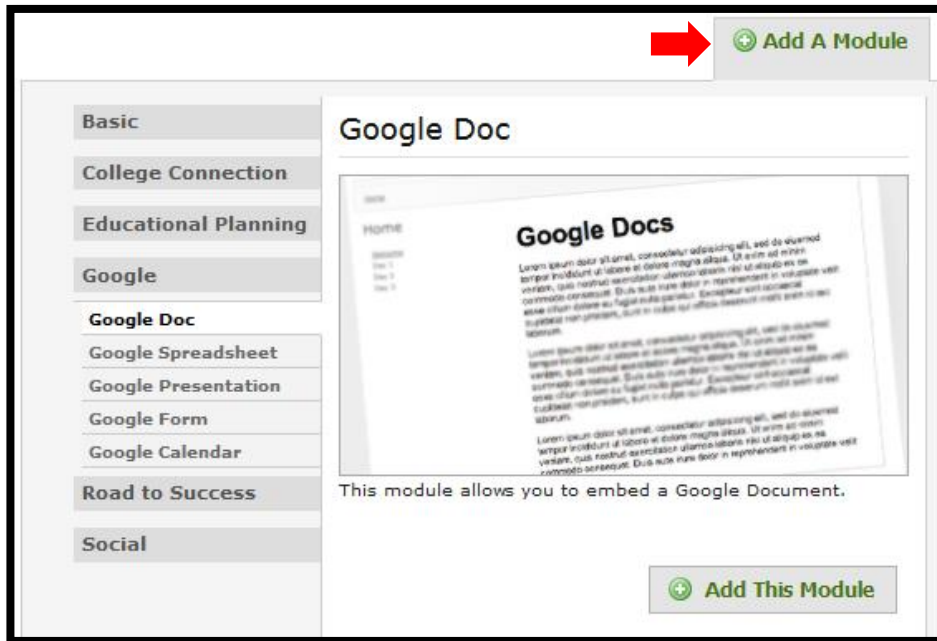


Image 1.1

2. From the list of modules, select the “Google” section. In the “Google” section, click “Google Doc” and then the “Add This Module” button. (See image 1.2)

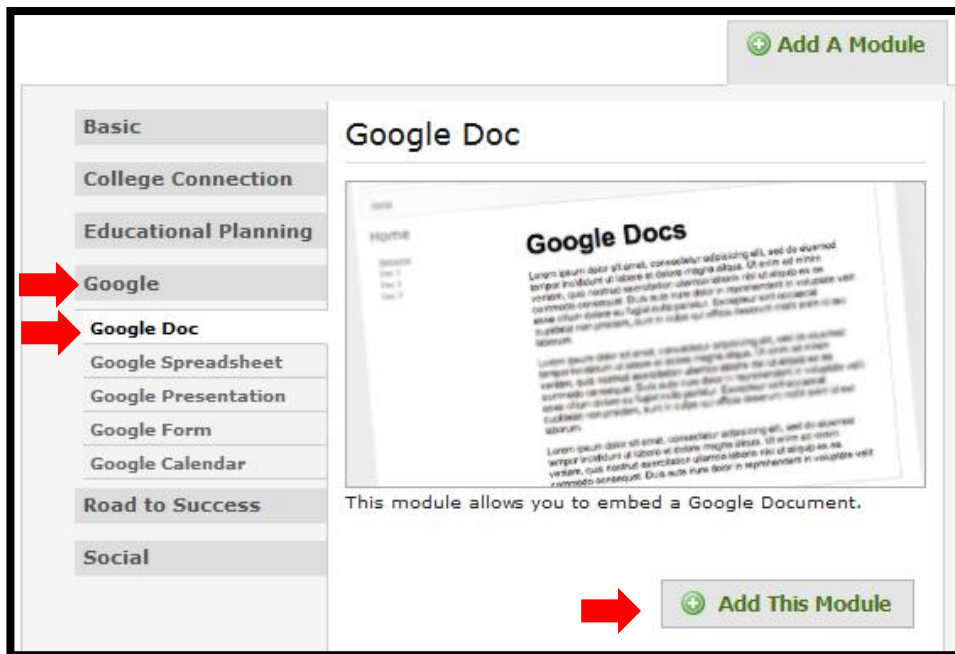


Image 1.2

3. The “Google Doc” module will be added to your page. In the “Edit” mode of the module you will see the steps you need to follow to add the Google Doc to your ePortfolio. Follow the steps and click “Save” and then “Publish.” (See image 1.3)

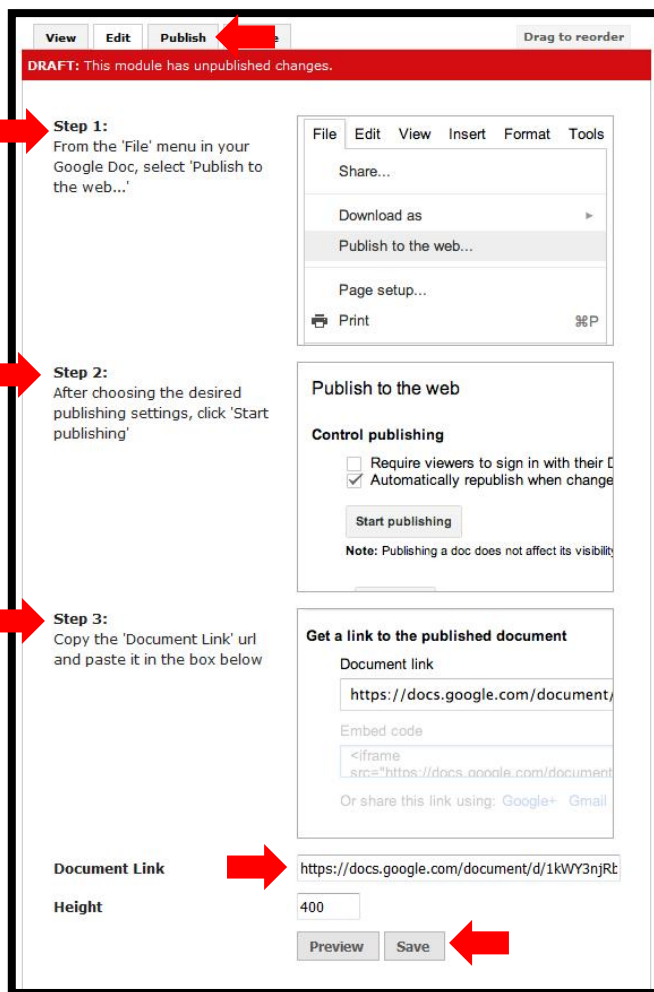


Image 1.3

4. Your “Google Doc” will now be added to your ePortfolio. (See image 1.4)

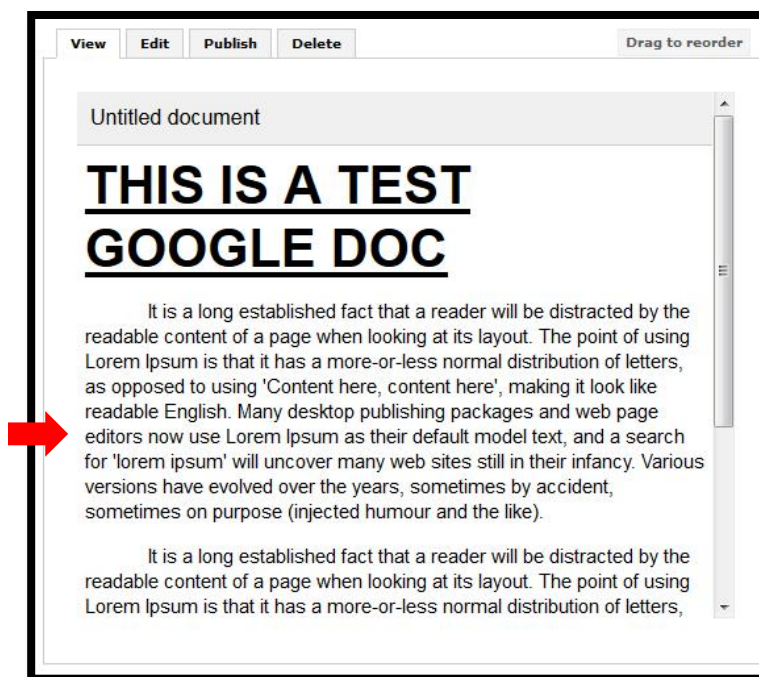


Image 1.4